

DDA

EXCOM 9050-80

22 April 1980

MEMORANDUM FOR: Executive Committee Members

STAT FROM :
 Special Assistant to the DDCI

SUBJECT : Minutes of Executive Committee Meeting,
 16 April 1980

1. The Executive Committee met on 16 April 1980 to reach decisions on revising vacancy notice policies and the proposed uniform panel precepts. The DDCI chaired the session and the DCI was present for the first portion of it. Messrs. Lipton (Compt.), Clarke (D/NFAC), McMahon (DDO), Wortman (DDA), and Taylor (ADDS&T) attended; Messrs. Briggs (IG), Silver (Chairman, E Career Service), and Fitzwater (D/OPPPM) participated as observers. (AIUO)

2. Mr. Fitzwater reviewed DDCI-approved recommendations revising Agency vacancy notice policy. The Committee concurred with Recommendations a-c calling for distributing abbreviated vacancy notices electronically (a); reducing the response time for vacancy notices to two weeks (b); and establishing the release time for candidates selected for vacancies as being as soon as possible, but no longer than six weeks from the date of acceptance (c). The Committee concurred with Recommendation d requiring Agency-wide vacancy notices for certain occupational categories. In response to questions and later comments regarding the roles of panels, Mr. Fitzwater clarified that Agency-wide vacancy notices for all of these positions, except for GS-8 and above secretaries, would be issued only when there are no suitable candidates in the office. This should be clearly stated in any notices explaining vacancy notice procedures. Mr. Carlucci noted that Recommendation d-1 contradicted an earlier decision that "displaced" GS-08 and above secretarial personnel will compete for vacancies Career Service-wide and if not selected as one of the top three candidates will be added as a fourth candidate for "priority" consideration as long as they meet the stated qualifications. He requested that this recommendation be revised accordingly. The Committee concurred with Recommendation e requiring vacancy notices between two career services in several specified occupational categories. (AIUO)

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3. Mr. McMahon surfaced the disadvantages of Recommendation f, restricting employees from applying for vacancy notices until they have served in an assignment for 90 days. After considerable discussion, the Committee agreed to lengthen the time period to six months. The DDCI also suggested that the uniform panel guidelines include a statement that panels will not look favorably on job applicants who appear to be "job hopping." At Mr. Clarke's request, "GS-06 and above" will be added beside "Information Control Clerk and Assistants" in the list of occupational categories in Recommendation e. Mr. Fitzwater noted that central repositories for active vacancy notices will be located in Ames Building and the library at Headquarters. He said that he would prepare a notice outlining the policy changes as revised. The DDCI suggested that he also draft a summary that could be published in a forthcoming Notes from the Director. (AIUO)

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4. Mr. [] then reviewed the latest version of the proposed Precepts for CIA Personnel Evaluation Boards and Panels. The Committee agreed that "complete" should be dropped from the first sentence in Paragraph V-A., page 3, so that it reads, "Boards and panels will review a personnel file..." The Committee endorsed the suggestion that panels should confine their reviews to no more than five years of the employees' records (V-B, page 4). After highlighting the proposed descriptors for comparative evaluation (Categories I-IV),

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Mr. [] noted that Category IV could eventually obviate the need for identifying the low 3 percent of Agency employees. Mr. McMahon noted his employees' concerns about publicizing the names of panel members. Mr. Carlucci decided in favor of publicizing the names, noting that the decision could be reviewed again if problems surfaced. The Committee agreed with Mr. Taylor's suggestion that when published the panel precepts should contain a preface outlining the purpose of the panel system and its perceived benefits for employees. It also agreed to make a change requested by Mr. Clarke, stating that "Senior Officials" rather than "Deputy Office Directors" will head subgroup panels. (AIUO)

5. Mr. Silver suggested that the last sentence in Paragraph IV-C, page 3, end after "plans" to read, "In general, however, evaluation boards and panels will disregard race, color, religion, sex, national origin, age, marital status or plans." After some discussion, the DDCI agreed that the following should replace the last sentence: "In evaluating an employee's performance, evaluation boards and panels will comply with all applicable federal laws and Agency policies designed to prevent discrimination on the basis of race, color, religion, sex, national origin, age or other matters."

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Mr. Clarke suggested and the Committee agreed that Paragraph V-C, page 4, should be reworded along the following lines: "Boards and panels should recognize the right of employees to rebut or otherwise comment on any report in their file, and they should give serious consideration to such comments." Mr. Carlucci requested that "value to the Service" be changed throughout the precepts to "value to the Agency."

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6. Mr. Carlucci expressed concern about the potential inequities of having individual Career Services establish their own time-in-grade guidelines (Paragraph III-A, page 2). "Minimum" time-in-grade guidelines were ruled out on the grounds that they might create false expectations. The Committee agreed to revise Paragraph III-A to indicate that the D/OPPPM would look for commonalities among time-in-grade guidelines across Career Service lines and coordinate them accordingly. In response to a DDCI question, Mr. Fitzwater clarified when vacancy notices were to be issued (see paragraph 2 above). In response to comments regarding difficulties presented by issuing vacancy notices for managers overseeing career planning, Mr. Carlucci acknowledged that there may be some adverse impact in some areas, but he wanted to tilt in favor of opening up more opportunities for employees. R.S.

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7. Noting questions that have surfaced regarding the allocation of SIS bonuses, Mr. Clarke asked when this topic would be on the Committee's agenda. Mr. Fitzwater noted that a proposal was almost ready for PMAB review. Mr. Carlucci asked him to complete the draft as soon as possible so that it could be put on the agenda next week. The meeting was adjourned.

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cc: Ch/E Career Service
IG
D/OPPPM